

# U.S. Garrison Vicenza, Italy

## INBOUND



### Personal Property Delivery Request Form

For Members of United States Armed Forces - Department of Defense Civilian Employees and Family Members

<b>Member Name</b>		<b>member contact information</b>	
		<b>Duty Phone</b>	
<b>SSN:</b>		<b>Home Phone</b>	
<b>Rank:</b>		<b>Cell Phone</b>	
<b>Delivery Address</b>		<b>Map for off post</b>	
<b>E-mail--</b>			
<b>BLDG# ROOM# Villaggio Or Post</b>			
<b>GBL#</b>	<b>HHG</b>		
<b>GBL#</b>	<b>UB</b>		
<b>DPM Control #</b>	offered		
<b>PCS:</b>	weight	Carrier/Agent: Enter Date Confirmed & Stamp Here	
Gosselin- Threestars- TIE Roiatti- ITO Ramstein-Other		Carrier/Agent contact telephone	
	Unpack of All Boxes YES NO		
	RESCHEDULE DELIVERY TO:		FROM:
Special instructions for Carrier/Agent: Motorcycle/Moped			
UNPACK, REMOVE ALL PACKING MATERIALS, RE-ASSEMBLE ITEMS REQUIRING ASSEMBLY?			
Special LIFT?			
PARKING?			
Remarks:			
Please complete			
<b>NOTE: Delivery time from 0800-1700 up to 2100H</b>			
<b>MEMBER MUST BE AVAILABLE ON DATE OF DELIVERY OR AN ATTEMPTED DELIVERY WILL BE CHARGED TO THE MEMBER!!</b>			
Forms received day of delivery from carrier/agent: DD Form 1840(pink copy) Reminder!! You have 70 days from date of delivery to file DD-1840 (Report of Loss or Damage) with Claims Office; or 75 days for FRV claims must be filed with TSP			
<b>MEMBER'S SIGNATURE AND DATE:</b>			
Transportation Counselor:		Date	
Address:	DOL, ITO Unit 31401 Box 14 APO,AE 09630	DSN	634-8203/8115/6932
		COMMERCIAL	01139-044471-XXXX
		FAX	634-6928/6930
		COMMERCIAL FAX	0039-044471-6928/6930
<b>A-II</b>			